

VACANCY NOTICE  
RHODE ISLAND JUDICIARY

|  |   |                            |                                  |
|--|---|----------------------------|----------------------------------|
| Title of Position:   | <u>Court Reporter (2 Positions)</u>                                 | Classification Code:       | <u>00443300</u>                  |
| Salary Range:  | <u>Gr.127A \$49,547 - \$56,039</u>                                  | Reference Position Number: | <u>2725-10000-#26 &amp; #166</u> |
| Department or Agency Name:                                 | <u>Judicial</u>   | Application Period:        | <u>September 12 - 21, 2008</u>   |
| Division/Section/Unit:                                     | <u>Superior Court</u>   |                            |                                  |
| Shifts and Days:   | <u>Monday - Friday 1st</u>  | Job Location:              | <u>Any of 4 County locations</u> |
| Restrictions/Limitations:                                  | <u>Pending Availability of Funds</u>                                |                            |                                  |
| Position Covered by Collective Bargaining Union Agreement: | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |                            |                                  |
| Name of Bargaining Unit:                                   | <u>Rhode Island Court Reporters' Alliance - Local 4829</u>          |                            |                                  |

**INSTRUCTIONS**

**STATE EMPLOYEE:** Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

**MOST IMPORTANT- please include the following information:**

- |  |                                  |
|--|----------------------------------|
| ◆ The title of the position for which you are applying   | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed    | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation ***  |
- \*\*\*In certain agencies, bargaining union applicants will receive preferential consideration according to contract

**NON STATE EMPLOYEE:** Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

**MEDICAL INFORMATION:** Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

**DUTIES /RESPONSIBILITIES:**

A thorough knowledge of the principles of court stenography, as well as a thorough knowledge of punctuation, grammar, spelling, medical and legal terminology; the ability to take dictation at the rate of a minimum of 225 words per minute, type 70 words per minute; apply verbatim reporting skills in the courtroom setting, and to prepare in proper form whatever transcripts are ordered; maintain accurate files and records of work in progress, work completed, or other notes subject to later transcription. Must adapt to the Case CATALyst, computer-aided transcription system used by the Superior Court. Although not required, RPR certificate is helpful.

**EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:**

Graduation from a college of recognized standing or accredited business school or private course of study specializing in stenographic reporting; experience such as may have been gained through employment as a court stenographer in any other comparable jurisdiction; or any combination of education and experience that shall be substantially equivalent to the above.

Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.

SEND RESUME AND/OR CS-14 Application to:

**Joseph V. Conley**  
**Deputy Superior Court Administrator/Clerk**  
**250 Benefit Street**  
**Providence, RI 02903**  
**Fax: 401-222-8749**

**TDD#: 401-222-3269**

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

**AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS**

**Reasonable Accommodation:**

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.

CS-376 Rev. (2/05)